



Lauriston School

DAUBENEY, SEBRIGHT, LAURISTON FEDERATION



Executive Headteacher: Mr Robin Warren

FINANCE OFFICER - BASED AT LAURISTON PRIMARY SCHOOL
PERMANENT
FULL TIME - 36 HOURS PER WEEK (TERM TIME ONLY)
SCALE 6 (£29,544 - £30,618 pro-rata)

Daubeney, Sebright, Lauriston Federation are seeking to recruit a highly experienced and motivated Finance Officer to work starting September 2021.

We have high expectations and offer a warm and supportive environment to our staff. We believe that the staff are our most valuable resource and look after them well.

We wish to appoint a Finance Officer to be based at Lauriston Primary School who will:

- Administer and prepare all school accounts and to assist in the preparation of budgets
- Provide support to the Business Manager in all financial and administrative functions
- Co-ordinate the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors.
- Monitor the weekly/monthly expenditure and advise the Business Manager/finance committee of possible over and under spending whilst providing options for varying expenditure.
- Devise and maintain efficient and up to date finance filing systems.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Assist in general and office and front line/reception duties as and when required.

In return, we offer:

- A supportive and welcoming community of pupils and staff
- A positive environment to grow and work across our federation
- A senior leadership team who care for and value their staff
- A happy place to work
- Employee benefits through salary sacrifice, including childcare vouchers and cycle scheme

If you like the sound of us then we would like to hear from you.

Successful applicants will be required to apply for an enhanced Criminal Record Check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Please forward to your completed application to lgroom@lauriston.hackney.sch.uk

For further information, please contact Lauriston Primary School on 020 8985 6331

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Closing date: Thursday 24th June (midday)

Interview date: Wednesday 30th June